

**Agreement  
IEP Team Member Not Attending Meeting**

*(As appropriate, complete this form and attach to each copy of the Notice of Meeting for an IEP meeting.)*

The following team member will not be attending the IEP meeting for  
\_\_\_\_\_ (student) scheduled for

\_\_\_\_\_ on \_\_\_\_\_

at \_\_\_\_\_.

Team Member:

\_\_\_\_\_

Name

\_\_\_\_\_

Role

☐ Excused.

Input/data to be used in development of IEP has been submitted. (Attach copy of input or summarize data below.)

☐ Attendance not needed.

Reason: Team member's area of curriculum or related services will not be modified or discussed at this meeting.

We agree to the excusal or that the attendance is not needed of the IEP team member as described above.

\_\_\_\_\_

Parent/Adult Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

LEA Representative Signature

\_\_\_\_\_

Date

(Agreement must be documented prior to the IEP meeting.)